

Uploading a .CSV File to Assessment Builder

1. Login into Performance Tracker
2. Click on the Assessments icon and you will see:

Assessments

Grade Levels: (All) School Year: 2008-09

Subjects: (All)

Assessment Name:

(use an Asterisk * at the beginning and/or end to perform partial name searches)

Scheduled between (mm/dd/yyyy): and:

Show Assessments [Click here to add a new assessment](#)

3. Click on Click here to add a new assessment
4. Click on Click Here:
Assessment Builder (Question Definitions) If you want to create an assessment framework where you define the assessment questions and have the ability to scan the student results **Click Here**
5. Fill in this page.

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Subjects: Mathematics

Grades: Fourth Grade

Assessment Level: Local

Assessment Types: Benchmark

Learning Types: Assessment OF Learning

What is the name of the assessment: trial4

What is the date the assessment will be given: 2/16/2009

What is the school year the assessment will be given: 2008-09

How many questions will the assessment have: 1

On average, how many choices will each question have: 4

To add a new assessment, select a subject, a grade and a level then click

6. When done, click on Continue.
7. You will then see:

Assessments --> Assessment Detail --> Builder Menu --> Edit Questions

Fourth Grade English Language Proficiency Assessment
trial3

Select	Question Number	Correct Answer	Question Text (optional)	Max Points	Ques Type	Nbr Choices	Skill Level	Sequence	Cont-Lib
<input type="checkbox"/>	1		Total score	40	Open Ended	4	Developed	1	

[Check All](#) | [Un Check All](#)

You probably want to put Total Score for the question, put in the maximum number of points and set the question to Open Ended.

8. Click Update
9. Now click on Builder Menu at the top.
10. Click on Click to Edit next to Align Questions to standards.

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Assessments --> Assessment Detail --> Assessment Builder Menu

Eighth Grade Mathematics
Sample Bingham SAU 25

Steps	Nbr Items	Edit Link
1. Question Definitions	6	Click to Edit
2. Align Questions to standards	6	Click to Edit
3. Generate the Assessment Sections		Click to Auto-Generate OR Click to Manually Align Questions to Sections
4. Print Answer Sheets		Schedule Dates 2008 - 1/30/2009
5. View Questions	0	No questions from content library
6. UpLoad Student Answers		Schedule Dates 2008-09 - 1/30/2009 - Click to UpLoad

Note: Click one of the Schedule Dates to upload student answers from a CSV file. Use this if you are NOT uploading the student answers via Bubble Reader

11. Then you will see:

Fourth Grade Mathematics Assessment trial4

[Check All](#)

[Un Check All](#)

Align checked questions

Un-align checked standards

Select
Question

Questions

<input checked="" type="checkbox"/>	1. Total Score DRA
	(Standards not aligned yet)

[Check All](#)

[Un Check All](#)

Align checked questions

Un-align checked standards

12. Put a check next to your Question and click on Align checked questions.

13. You will then see:

Use the BreadCrumbs instead of the BACK button

Assessments --> Assessment Detail --> Builder Menu --> Align Standards --> Add Standards

Fourth Grade Mathematics Indicators

Subject: Mathematics

Standard Version: NECAP and Local Frameworks

Grade Level: Fourth Grade

OK

You are currently Editing Question(s): 1

Select from the available Indicators below:

M.01:NO.4 NUMBER AND OPERATIONS

- ☐ M.01:NO.4.1 (S). Demonstrates conceptual understanding of rational numbers with respect to: whole numbers from 0 to 999,999 through equivalency, composition, decomposition, or place value using models, explain representations; and positive fractional numbers (benchmark fractions: $\frac{a}{2}$, $\frac{a}{3}$, $\frac{a}{4}$, $\frac{a}{5}$, $\frac{a}{6}$, $\frac{a}{8}$, or $\frac{a}{10}$, where a is a whole number greater than 0 and less than or equal to the denominator) as a part to whole ratios where the number of parts in the whole are equal to, and a multiple or factor of the denominator; and decimals as hundredths within the context of money, or tenths within the context of metric measurements (e.g., explanations, or other representations).
- ☐ M.01:NO.4.2 (S). Demonstrates understanding of the relative magnitude of numbers from 0 to 999,999 by ordering or comparing whole numbers; and ordering, comparing, or identifying equivalent proper positive fractions using models, number lines, or explanations.
- ☐ M.01:NO.4.3 (S). Demonstrates conceptual understanding of mathematical operations by describing or illustrating the relationship between repeated subtraction and division (no remainders); the inverse relationship between division of whole numbers; or the addition or subtraction of positive fractional numbers with like denominators using models, number lines, or explanations.
- ☐ M.01:NO.4.4 (S). Accurately solves problems involving multiple operations on whole numbers or the use of the properties of factors and multiples; and addition or subtraction of decimals and positive proper fractions with multiplication limited to 2 digits by 2 digits, and division limited to 1 digit divisors.
- ☐ M.01:NO.4.6 (L). Mentally adds and subtracts whole number facts through 20 (addends whose sum is at most 20 and related subtraction facts); multiplies whole number facts to a product of 100, and calculates related whole numbers, combinations of two-digit and 3-digit whole numbers that are multiples of ten, and 4-digit whole numbers that are multiples of 100 (limited to two addends); and subtracts a one-digit whole number from subtracts combinations of two-digit and three-digit whole numbers that are multiples of ten.
- ☐ M.01:NO.4.7 (L). Makes estimates in a given situation by identifying when estimation is appropriate, selecting the appropriate method of estimation, and evaluating the reasonableness of solutions appropriate to grade strands.
- ☐ M.01:NO.4.8 (L). Applies properties of numbers (odd, even, multiplicative property of zero, and remainders) and field properties (commutative, associative, and identity) to solve problems and to simplify computations.

Add and Return

Add and Go to next Question

M.02:GM.4 GEOMETRY AND MEASUREMENT

- ☐ M.02:GM.4.1 (S). Uses properties or attributes of angles (number of angles) or sides (number of sides, length of sides, parallelism, or perpendicularity) to identify, describe, or distinguish among triangles, squares, rectangles, hexagons, or octagons; or classify angles relative to 90 degrees as more than, less than, or equal to.
- ☐ M.02:GM.4.3 (S). Uses properties or attributes (shape of bases or number of lateral faces) to identify, compare, or describe three-dimensional shapes (rectangular prisms, triangular prisms, cylinders, or spheres).
- ☐ M.02:GM.4.4 (S). Demonstrates conceptual understanding of congruency by matching congruent figures using reflections, translations, or rotations (flips, slides, or turns), or as the result of composing or decomposing explanations.
- ☐ M.02:GM.4.5 (S). Demonstrates conceptual understanding of similarity by applying scales on maps, or applying characteristics of similar figures (same shape but not necessarily the same size) to identify similar figures.

14. Put in the Subject, Standard Version and Grade.

15. Select which Standards you wish to use. If you select from different Standards, it will create multiple sections in your assessment you are creating.

16. When you are done, click on Add and Return.

17. Now click on Builder Menu at the top.

18. Click on **Click to Auto-Generate** next to 3.Generate the Assessment Sections.

19. Select any extra sections you have and then click on **Delete the checked Sections**. You should have 1.

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Eighth Grade Mathematics
Sample Bingham SAU 25

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20. Now click on All rubrics at the top.

21. You will see something like this:

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[Assessments](#) --> [Assessment Detail](#) --> [Edit All rubrics](#)

Subject-Grade: Mathematics-Fourth Grade
Assessment Name: trial4

When finished making your changes, click the **UPDATE ALL SECTIONS** button at the bottom of this page.

Important: Enter one numeric value in each each **Auto Score** text box.
If a proficiency level has a range of values, then enter the Maximum score for the range.

[Section Detail](#) | [Auto Score Detail](#)

Section Name: Total Score DRA **Sort Seq:** 1 **Auto Total:** No ▾

Max Score: 215
Auto Score: On ▾

	L1 - Substantially Below Proficient	L2 - Partially Proficient	L3 - Proficient	L4 - Proficient with Distinction
Rubric Description text	1-126	127-150	151-191	192-215
Auto Score	126	150	191	215

22. Make sure Auto Total is NO and Auto Score is ON.

23. You can now put in the cut scores for the different proficiency levels.

24. Click on Update All Sections.

25. Click on Assessment Detail at the top.

26. Then click on Questions (in blue)

27. Now click your assessment next to number 6 **UpLoad Student Answers.**

28. You will see this:

Use this to upload a CSV file that contains the Student Answers.

The File must be a CSV (Comma Separated Values) file that has the following attributes:

- 1) The first row in the file must be:
student_code,question_nbr_txt,student_answer_value
- 2) The data file must be COMMA DELIMITED
- 3) The data file must be ANSI (not UNICODE)
- 4) The data file must have one row per student - answer. If the student has 20 answers, there should be 20 rows one row per answer.
- 5) The data file should not have spaces before or after the 'commas'

GOOD

```
student_code,question_nbr_txt,student_answer_value
9916034,1,B
9916034,2,B
9916034,3,A
9916034,4,C
9916034,5,B
9916034,6,A
9916034,7,C
9916034,8,D
9916034,9,A
9916034,10,B
9916034,11,C
9916034,12,A
9916034,13,C
9916034,14,C
9916034,15,C
9916034,16,A
9916034,17,B
9916034,18,B
9916034,19,D
9916034,20,C
227717337,1,B
227717337,2,B
227717337,3,D
227717337,4,C
227717337,5,B
227717337,6,A
227717337,7,C
```

BAD

```
student_code,question_nbr_txt,student_answer_value
449916034,B,B,A,C,B,D,C,B,C,C,A,B,B,A,C
227717337,B,B,D,C,D,A,C,C,D,C,C,A,B,A,A,D,D
881216034,A,B,A,C,B,C,B,D,B,B,D,A,D,D,C,A,B,B,C,C
551267093,B,B,A,C,A,A,C,D,A,B,D,D,C,C,C,A,A,B,D,C
414126744,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,C,D,C
331267333,B,B,A,C,B,A,B,D,B,D,A,B,C,C,C,A,C,B,D,B
551267093,B,B,A,C,D,B,C,D,A,B,C,A,D,C,C,A,B,A,C
551267093,B,A,A,C,B,A,C,D,A,A,C,A,C,C,C,A,A,D,D,C
664126744,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
777716034,B,B,A,C,B,D,C,D,D,B,C,A,B,C,C,A,B,B,A,C
881217337,B,B,D,C,D,A,C,D,A,C,C,D,C,C,A,B,A,A,D,D
111100001,B,B,A,C,D,D,C,D,D,B,C,A,B,C,C,A,B,B,A,C
222200002,B,B,D,C,D,A,C,D,A,C,C,D,C,C,A,B,A,A,D,D
133100003,A,C,A,C,B,C,D,D,B,B,D,A,D,D,C,A,B,B,C,C
222200003,B,B,A,C,A,A,C,D,A,B,D,D,C,C,C,A,A,B,D,C
155100004,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
222200004,B,B,A,C,B,A,B,D,B,A,B,C,C,C,A,C,B,D,E
111100005,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
222200005,B,B,A,C,B,A,B,D,B,D,A,C,C,C,A,C,B,D,C
664126744,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
766716034,B,B,A,C,B,D,C,D,D,B,C,A,B,C,C,A,B,B,A,C
664126742,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
744716034,B,B,A,C,B,D,C,D,D,B,C,A,B,C,C,C,B,B,A,C
664126741,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
733716034,B,B,A,C,B,D,C,D,D,B,C,A,B,C,C,A,B,B,A,C
664126747,B,C,B,C,B,A,A,D,A,B,C,A,C,D,C,B,B,C,D,C
777716034,B,B,A,C,B,D,C,D,D,B,C,A,B,C,C,A,B,B,A,C
331267333,B,B,A,C,B,A,B,D,B,D,A,B,C,C,C,A,C,B,D,B
```

29. The first row in the file must be exactly as shown:
student_code,question_nbr_txt,student_answer_value

30. The rest of the file will have the SASID,Question number,score as the example shows below. If this is in an Excel spreadsheet using 3 columns, you can save it as .csv file and then it will create it with the commas. Just remember to have the first row in exactly as shown in #29.

31. You will then click on **Browse**, find your file and then click on **Import Data**.

664126744,1,B,C

777716034,B,B,A,C,B,D,C
331267333,B,B,A,C,B,A,B

Assessment Name: DRA

Assessment Date: 2/16/2009

School Year: 2008

Import File:

Browse...

Import Data